

ACTION PLANS

BUILDING PLANNING COORDINATORS

1. Background and charter (mission and functions)
2. Passout Agency Domestic Real Estate report and the Report on Agency Space Utilization in the Metropolitan Washington Area
3. Discuss the Computer Run on Agency Metropolitan Space (GRAMS); distribute copies of each directorate's listings
4. Distribute copies of the Building Planning Structure; answer questions of responsibilities and inter-relationships
- \* 5. Request a list of designated Building Planning Assistants (BPAs) from each BFC for his directorate; one BPA from each component
- \* 6. Discuss the need for identification of research in process and contracts let - by office, project officer, ~~and~~ time schedule and product anticipated - which may contribute to of place demands upon the Building Planning Program
- \* 7. Review categories of space, standards and reporting outline (to be refined before release ~~at~~ at a later meeting)
8. Circulate/<sup>list</sup>~~summary~~ of BPS officers with areas of responsibility of each and items of across-the-board ~~interest~~ interest highlighted
- \* 9. Search for advanced items portending greater efficiency, more effective communication, screened information in lieu of copies increasing our storage problems (improved flow of information and records management)
10. Prepare to identify elements to be moved in the checkerboard shift: Hqs to new space; outside to new space; outside to Hqs

NOTE: For the future = which units now in Hqs should move to new space, which units now outside should move into Hqs space, and which now outside should move into new space. Type of space, cluster relationships, particular air/power/lighting/configuration requirements